

To: OPP Division Directors[OPP_Division_Directors@epa.gov]; OPP Deputy & Associate Directors[OPP_Deputy_&Associate_Directors@epa.gov]; Schaible, Stephen[Schaible.Stephen@epa.gov]
Cc: Layne, Arnold[Layne.Arnold@epa.gov]; Shimkin, Martha[Shimkin.Martha@epa.gov]; Dinkins, Darlene[Dinkins.Darlene@epa.gov]
From: Keigwin, Richard
Sent: Mon 5/1/2017 11:23:40 PM
Subject: FW: Action Needed: FY 2018 Press Conference and Appropriations Committee Hearings – Call for Fact Sheets

[FY 2018 Press Conference & Hearing Fact Sheet Template.docx](#)
[FY18PB_OCSPP_Resource_Table.xlsx](#)
[2017 Budget Fact Sheet Citrus Greening \(Rubio FL\) RPK Updated 3.10.2016.docx](#)
[OCFO Budget Hearing 2016 Chlorpyrifos 3-01-16 OPP Revised and Clean.docx](#)
[OCFO Budget Hearing 2016 CT 3-01-16 OPP Revised Clean am comments.docx](#)
[OCFO Budget Hearing 2016 ESA 3-01-16 OPP Revised and Clean am comments.docx](#)
[OCFO Budget Hearing 2016 FQPA 10X Safety Factor for OPs 3-01-16 OPP Revi am comments.docx](#)
[OCFO Budget Hearing 2016 Pollinators 3-01-16 Revised and Clean.docx](#)
[OCFO Budget Hearing 2016 WPS 3-01-16 OPP Revised and Clean.docx](#)
[OCIR - Budget Hearing 2016 Antimicrobial Copper 2-26-16 OPP Short Version.docx](#)
[OCIR - Budget Hearing 2016 Pollinators 2-26-16 OPP Short Version.docx](#)
[OCIR - Budget Hearing 2016 Zika 2-25-16 OPP Short Version.docx](#)
[OCIR- Budget Hearing 2016 Glyphosate 2-26-16 OPP Short Version.docx](#)

Wendy accepted all of our recommendations for fact sheets. Attached are the FY17 versions for most of these topics. Below, I've identified a lead division for pulling together the requested paper. Please follow the guidelines in the attached template instructions to a tee. Please send fact sheets to the IO (me, Arnold, Martha, and Darlene) as they become available, and no later than mid-afternoon on Thursday (5/4).

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Ex. 5 - Deliberative Process

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Ex. 5 - Deliberative Process

From: Scott, Gregory

Sent: Monday, May 01, 2017 4:51 PM

To: Keigwin, Richard <Keigwin.Richard@epa.gov>; Layne, Arnold <Layne.Arnold@epa.gov>; Morris, Jeff <Morris.Jeff@epa.gov>; Cunningham-HQ, Barbara <Cunningham-HQ.Barbara@epa.gov>; Mottley, Tanya <Mottley.Tanya@epa.gov>; Barone, Stan <Barone.Stan@epa.gov>; Graves, Inza <Graves.Inza@epa.gov>

Cc: Berkley, Bruce <Berkley.Bruce@epa.gov>; Moore, Deon <Moore.Deon@epa.gov>

Subject: Action Needed: FY 2018 Press Conference and Appropriations Committee Hearings – Call for Fact Sheets

Importance: High

Good afternoon,

Thank you all for your submission of fact sheet topics, please develop a fact sheet for each of the topics in the list below and submit to the SBO shop by no later than Noon Monday May 8th, please submit on a rolling basis if any are ready for submission.

Please review the attached template from OCFO, it has been modified from the version that I sent out last week – *OCFO is no longer asking for a Question and Answer format, just background and talking points on the issue.* Please be sure to review the formatting and page limit requirements, if we exceed the page limit or do not meet other formatting requirements OCFO will send back the fact sheet. For the budget fact sheet topics (eliminations, reductions, etc) where the resource table is necessary, the SBO shop will populate resources at the Program Project level for the fact sheets after you submit them; for the non-budget fact sheet topics, we are waiting to hear back from OCFO if we are required to provide resource information, please leave the resource table in for now. To aid in the narrative description of the funding changes, attached is a table that provides FY 16 – FY 18 resource levels for the OCSPP program projects.

Please let us know if you have any questions or if we can be of any assistance.

Thank you,

Greg

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Ex. 5 - Deliberative Process

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Ex. 5 - Deliberative Process

Gregory Scott

Resource Management Staff
Office of Chemical Safety and Pollution Prevention
(202) 564-7897 - DC

(919) 541-5350 - RTP

(202) 713-8338 - Cell

From: Scott, Gregory

Sent: Wednesday, April 26, 2017 4:25 PM

To: Keigwin, Richard <Keigwin.Richard@epa.gov>; Layne, Arnold <Layne.Arnold@epa.gov>;
Morris, Jeff <Morris.Jeff@epa.gov>; Cunningham-HQ, Barbara <Cunningham-HQ.Barbara@epa.gov>; Mottley, Tanya <Mottley.Tanya@epa.gov>; Barone, Stan
<Barone.Stan@epa.gov>; Graves, Inza <Graves.Inza@epa.gov>

Cc: Berkley, Bruce <Berkley.Bruce@epa.gov>; Moore, Deon <Moore.Deon@epa.gov>

Subject: Action Needed: FY 2018 Press Conference and Appropriations Committee Hearings –
Call for Fact Sheets

Importance: High

Good afternoon –

OCFO has just issued the guidance in the email below for developing fact sheets to support the FY 2018 President's Budget release press conference and Congressional budget hearings. Final fact sheets are due to OCFO by COB Wednesday May 10th, in order to provide sufficient time for IO review we will need fact sheets submitted by the program offices by COB Friday May 5th.

Ex. 5 - Deliberative Process

Please be sure to review the fact sheet requirements and formats in the email below and the attachment. The SBO shop will provide all resource information for the resource tables in your fact sheets after you submit the final versions on May 5th.

Please let us know if you have any questions or if we can be of assistance.

Thanks,
Greg

Gregory Scott
Resource Management Staff
Office of Chemical Safety and Pollution Prevention
(202) 564-7897 - DC

(919) 541-5350 - RTP

(202) 713-8338 - Cell

From: Budget and Planning

Sent: Wednesday, April 26, 2017 3:36 PM

To: OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller
<OCFORegionalComptroller@epa.gov>

Cc: Bloom, David <Bloom.David@epa.gov>; Osborne, Howard <Osborne.Howard@epa.gov>;
OCFO-SBO-STAFF <OCFOSBOSTAFF@epa.gov>; OCFO-OB-Media Analysts
<OCFOOBMedia_Analysts@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Williams, Maria
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<Baden.Beth@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Nguyen, Khanh
<Nguyen.Khanh@epa.gov>; Baker, Lucille <Baker.Lucille@epa.gov>; Jones, JackJr
<jones.jackjr@epa.gov>; Smith, Caleb <smith.caleb@epa.gov>; Volin, Phyllis
<Volin.Phyllis@epa.gov>

Subject: FY 2018 Press Conference and Appropriations Committee Hearings – Call for Fact Sheets

Importance: High

Dear Budget Community,

This is the annual request for fact sheets which will be used to support the Administrator during the FY 2018 press conference and Congressional appropriations committee hearings, which we anticipate will be held in late May or early June. The hearings will address both policy and budget issues for the agency. Please submit fact sheets to the Office of Budget Congressional Hearings Database in Lotus Notes by May 10, 2017. We may ask for additional fact sheets and/or updates as we get closer to the release of the Congressional Justification.

Ex. 5 - Deliberative Process

As in previous years, National Program Managers are responsible for issues of national significance. Regional fact sheets are necessary for member-specific issues for all hearings.

We have attached the template to be used for both the press conference and the hearings. To best prepare the Administrator, your fact sheets should meet the following criteria:

- Limit fact sheets to one page in length.

- Include only one question per fact sheet.
- Use brief, 2 or 3-bullet lists for talking points rather than lengthy paragraphs.
- Include resource information.

Fact Sheet Submission Schedule*

Staff	Action Item	Date
Regions	Submit all fact sheets to SBOs	Mon, May 8, 2017
SBOs	NPM fact sheets due in OB Database	Weds, May 10, 2017
MAs	Review/Approve Fact Sheets	Thurs-Mon, May 11-15, 2017
OB	Senior staff review (rolling)	Mon-Weds, May 15-17, 2017
OCIR/OCFO	Review fact sheets	TBD as required
Formulation Team	Assemble Press Conference Book	Thurs-Fri, May 18-19, 2017

*Assumes May 22 release and a hearing the week of May 22; subject to change

Fact Sheet Submission Process

1. Regional Program Offices must provide any fact sheets to their Regional Congressional Liaisons.
2. Each Assistant Administrator and Regional Administrator should personally review all fact sheets prior to submission.
3. Regional Offices send fact sheets to SBOs for review. SBOs must work with Regional Offices to resolve any discrepancies in policy, funding, etc. prior to finalization. SBOs also will need to ensure messaging is consistent.
4. SBOs are responsible for uploading Regional and Headquarter submissions into the Office of Budget Congressional Hearings database.

If you have any questions or require additional information, please contact Caleb Smith at 202-564-0378 or Jack Jones at 202-564-9966.

Thank you in advance for your assistance.

Caleb Smith

OCFO/Office of Budget

Smith.caleb@epa.gov

(202)564-0378